

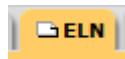
## Fall & Spring Instructions for Reporting DRA2 scores, M-CAP scores and Individual Learning Plan (ILP) Status Changes in Infinite Campus

Following is the schedule for the 2012-2013 data entry windows into the ELN tab.

Season	Open	Closed	Fields available for data entry	Purpose
Fall	24-Aug	7-Sep	DRA2 Fall Level Fields M-CAP Fall Level Fields	<b>Elementary Only</b> – M-CAP entries DRA2 enteries
Fall	24-Aug	7-Sep	ILP status fields at the bottom of tab	<b>All Levels</b> – ILP status changes only - all levels
Spring	2-May	30-May	all fields open	<b>All Levels</b> - End-of-Year State Reporting

To navigate to the ELN tab in Infinite Campus:

- Log in to Infinite Campus
- Make sure you are in the **2012-2013** school year
- Make sure you are on the **Index** tab
- Click on **Student Information>General**
- Click on the **Search** tab to search for student
- Click on **ELN** tab



### Score Entries – Elementary ONLY

Enter DRA2 **Independent** scores for any students that were tested in the correct testing period field (Fall or Spring) . Enter M-CAP scores for any students that were tested in the correct testing period field (Fall or Spring). For each test, select if Accommodations were used in the right hand drop down menu.

The screenshot shows the ELN (Elementary Learning Needs) data entry interface. It has a yellow header bar with 'Save' and 'Delete All' buttons. Below the header, the 'ELN' tab is selected. The form is organized into two main sections: 'Fall Fields' and 'Spring Fields', each indicated by a bracket on the left. Each section contains two columns of fields. The first column for each season has 'DRA2' and 'M-CAP' level fields, each with a dropdown menu set to '-: Choose if Tested'. The second column has 'DRA2' and 'M-CAP' 'Accommodations Used' fields, each with a dropdown menu set to '-: Choose'. The 'Spring Fields' section is currently visible, showing the DRA2 Spring Level, M-CAP Spring Level, and their respective Accommodations Used fields.

## **All Levels: ILP status changes**

### **Required if you have**

- initiated a new ILP, or
- discontinued an ILP

In these cases you will update the **ILP Status** field and the Initiation or Discontinuation Date in Infinite Campus.

### **Reporting ILP STATUS changes**

There are 2 parts to the ILP Status section.

**Part A: ILP Status and Date**

ILP STATUS: 2: Remaining on Current ILP  
Initiation or Discontinuation Date: [Calendar Icon]

**Part B: Measures Used if Discontinuing ILP**

1ST Measure if Discontinuing ILP: -: Choose - Gr 3-10 Must be TCAP or CSAP  
2ND Measure if Discontinuing ILP: -: Choose  
OPTIONAL - 3RD Measure: -: Choose

### **Part A – ILP Status & Date**

**ILP STATUS** - Choose the appropriate ILP status from the drop-down menu.

There are 4 options available for you to choose:

#### Option 1:

1: Not on an ILP – Reading a Grade Level

- Choose if student is reading at Grade Level

#### Option 2:

2: Remaining on Current ILP **These students will have a current ILP flag.**

- Choose if student is not reading at grade level and has a current ILP
- Choose if student is not reading at grade level and has an IEP with literacy (reading) goals.

#### Option 3:

3: Initiating New ILP - **These students will not have a current ILP flag.**

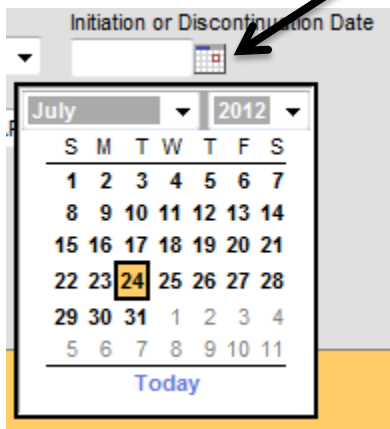
- Choose if student is not reading at grade level and you are initiating a new ILP.
- Choose if student is not reading at grade level and you are initiating an IEP with literacy (reading) goals.

#### Option 4:

4: Discontinuing ILP - **These students will have a current ILP flag.**

- Choose if student is now reading at grade level and you are discontinuing the student's ILP.
- Choose if student is now reading at grade level and you are discontinuing the student's literacy (reading) goals in an IEP.

Initiation or Discontinuation Date – Choose the ILP initiation or discontinuation date by clicking on the calendar and selecting the appropriate date.



### Part B – Measures Used if Discontinuing ILP

When discontinuing an ILP, choose at least **TWO** testing measures that were used to determine the student's proficiency in reading.

1<sup>ST</sup> and 2<sup>nd</sup> Measure if Discontinuing ILP – Choose two testing measures

**NOTE: For Grades 3 – 10, the first choice must be CSAP or TCAP.**

OPTIONAL – 3<sup>RD</sup> Measure – Choosing a 3<sup>rd</sup> measure is optional

When completed, **SAVE!**



Call Ronda Hanson at 5024 if you have questions.